

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Parks	
<b>Position Title:</b>	Facility and Grounds Maintenance (NTE 1,000 Hours)	<b>Pay Rate</b>	\$10.00/Hr	<b>FLSA:</b> N
<b>Date:</b>	January 2012	<b>Reports To:</b>	Operations Supervisor or Lead Worker	

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**Purpose of Position**

The purpose of this position is to perform building and grounds maintenance and development tasks in the Jefferson County Parks System.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs extensive vegetative management throughout the parks system including mowing, weed whipping, chemical and weed spraying, brush and shrub trimming, tree trimming and felling, prairie restoration, hazard identification, tree planting, prairie burns, invasive species control, landscape development and construction, grass seeding, mulching, and stump removal.
- Transports and/or operates construction equipment for park projects including pick-up trucks, dump trucks, bobcats, and pulling large trailers.
- Performs daily maintenance rounds throughout the park system including cleaning restrooms and replenishing restroom supplies, picking up garbage and litter, and monitoring the general conditions of park facilities and grounds.
- Performs routine maintenance and repairs on park equipment and facilities.
- Performs woodworking and painting including building tables, benches, erects signs, repair and paint park amenities and assists with park development, construction, carpentry and masonry projects.
- Ensures park users are following park rules and regulations.
- Provides direction to part-time staff, including seasonal help, volunteers, temporary staff, or inmates and other workers as assigned by the Operations Supervisor or Lead Worker.
- Requires availability for weekends, evenings and holidays as assigned by the Operations Supervisor.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with previous building/grounds maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid motor vehicle operator's license is also required.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Facility and Grounds Maintenance (NTE 1,000 Hours)

- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of reference data and information such as billings, vehicle maintenance schedules, equipment/machinery assembly instructions, production orders, inventory reports, maintenance equipment operating instructions and manuals.
- Ability to communicate effectively with park users, Park and County maintenance personnel.

**Mathematical Ability**

- Ability to count, add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

**Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise sound personal judgment, decisiveness and creativity in situations which involve a variety of predefined duties subject to frequent change.

**Physical Requirements**

- Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling for extended periods of time.
- Ability to safely maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, trucks, tractors, mowers, trimmers, compressors, generators, common lawn and garden hand tools, chainsaws and mechanic's hand tools.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with job-related objects, materials and ingredients.

**Environmental Adaptability**

- Must be willing to work under a wide variety of weather conditions including heat and cold, rain or snow. Also required to work with chemicals involving possibly noxious odors, toxic agents, and machinery that have potential to cause injury.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date